



**SCHOHARIE COUNTY DEPARTMENT OF  
PERSONNEL & CIVIL SERVICE**  
ANNOUNCES CIVIL SERVICE PROMOTIONAL EXAMINATION FOR

**#77-186 SUPERVISING CUSTODIAN**

*Starting Salary: \$40,000*

\*Examination Fee – \$8.00

**LAST FILING DATE: February 10, 2010**

**DATE OF EXAMINATION: March 20, 2010**

**ELIGIBLE LIST:** *The list resulting from this examination will be used to fill vacancies, as they occur in Schoharie County School Districts.*

**RESIDENCE REQUIREMENTS:** An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date. The hiring authority may give preference to applicants who live within its jurisdiction.

**PROMOTIONAL QUALIFICATIONS:**

- 1) Two (2) years as a Senior Custodian or
- 2) Four (4) years as a Custodian with the Cobleskill-Richmondville School District

**DISTINGUISHING FEATURES OF THE CLASS:** This is a higher level supervisory position than Head Custodian involving responsibility for the efficient and economical cleaning and staffing of a large school district along with a number of smaller buildings and related facilities. The work is performed under the general direction of the Superintendent of Buildings & Grounds or higher allowing wide leeway for the exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness. Supervision is exercised over the work of subordinate cleaning and/or any additional assigned personnel. This supervision requirement could involve the hiring and disciplining of personnel. Does related work as required.

**SUBJECT OF EXAMINATION:** Written test will cover knowledge, skills and/or abilities in such areas as:

**1. Ability to read and follow written instructions:** These questions test for the ability to read, understand and apply written instructions for performing tasks similar to those encountered on the job. All the information needed to answer these questions will be provided in the test booklet.

**2. Building cleaning:** These questions test for knowledge of basic principles and practices of building cleaning. They will deal with, but not necessarily be limited to, such areas as equipment, tools, supplies, methods and procedures for cleaning different types of surfaces and materials under various, commonly occurring circumstances.

**3. Building operation and maintenance I:** These questions test for knowledge of the basic principles, practices and techniques essential to the correct operation and maintenance of public buildings. They deal with, but are not necessarily limited to, such areas as building maintenance; preventive maintenance, and minor repair of electrical and plumbing systems; methods and equipment for snow removal; building safety and equipment storage.

**4. Operation and routine maintenance of heating, ventilating and air conditioning systems:** These questions test for knowledge of basic principles, practices and techniques essential to the correct operation and maintenance of heating, ventilating and air conditioning systems, including such areas as minor cleaning; room temperature and building ventilation control; steam, hot water and hot air heating systems; boiler operation; troubleshooting air conditioning system problems, and proper maintenance of air conditioning systems.

**5. Supervision:** These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**APPLICATION FEE WAIVED:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Applications are available in the Personnel Department.

*\*The required examination fee is eight dollars, which may be in the form of a check/money order or cash and must accompany each application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to the Department of Personnel and include the examination number.*

Applications and exam announcements are available on our web site at [www.schohariecounty-ny.gov](http://www.schohariecounty-ny.gov)

ISSUE DATE: January 11, 2010

**SEE REVERSE SIDE**

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.

On the other side of this form is a  
Civil Service Examination Announcement by the  
**SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL & CIVIL SERVICE**

**ADDITIONAL INSTRUCTIONS AND REQUIREMENTS**  
**(PLEASE BE SURE TO READ)**

1. **APPLICATIONS:** Information and applications are available from the Schoharie County Personnel Department, P.O. Box #675, Schoharie, N.Y. 12157, by writing, phoning or calling in person (518) 295-8374. A separate application form must be filed for each desired examination. Be sure that all questions are answered. Applications must contain the correct exam title and/or number in order to be considered.
2. **TRANSCRIPTS:** Whenever a college degree is required, submit it along with your application for examination, or as soon thereafter as possible prior to the examination date. If transcripts are not received by the filing date, candidates may sit for the exam but won't be considered for appointment until transcripts are received.
3. **VETERAN'S CREDIT:** Disabled veterans and veterans establish eligibility for additional credits 10 and 5 points, respectively in open competitive examinations and 5 and 2 ½ points in the case of promotion examinations. Points are added to earned scores provided they have not been used to secure permanent appointment or promotion previously. You are allowed the option of waiving these Credits after completion of the examination if you have ranked sufficiently high without them. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the Armed Forces to apply for and be conditionally granted Veteran's Credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.
4. **INVESTIGATION OF CANDIDATES:** Inquiries may be made as to an applicant's character and ability. Statements made by candidates in their applications are subject to verification.
5. **RATING REQUIRED:** All examinations are prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service Law.
6. **ELIGIBLE LISTS:** Appointments from an eligible list must be made from the top three scores/candidates willing to accept appointment. Eligible List will remain in force for at least (1) one year and may be extended for not more than (4) four years.
7. **SALARY:** Eligible candidates who are canvassed for interview for this job title must be willing to accept the minimum salary of the salary range in order to be given consideration for selection.
8. **RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS – MILITARY MEMBERS:**  
If special arrangements are required, please indicate such request on your application form.
9. **SENIORITY RATING:** A number of points (.02 per year from date of original permanent appointment in the classified service of the government unit in which promotion is sought) shall be added to the passing score of a candidate participating in a promotional examination.
10. **CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:**  
In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.
11. **CROSSFILING:** *(Use when you want to be on multiple lists in different counties or state)* If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, **you must arrange to take all the examinations at one test site.** If you have applied for **both State and Local Government Examinations, you must arrange** to take all your examinations at the State Examination Center by calling (518) 474-6470 **no later than (2) two weeks before the test date.** If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements **no later than (2) two weeks before the date of the examinations.** You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination(s). For this examination call (518) 295-8374 or write to Schoharie County Personnel Department, P.O. Box 675, Schoharie, N.Y. 12157.
12. **AGENCY AFFIRMATIVE ACTION POLICY:**  
New York State law prohibits discrimination because of age, race, creed, color, national origin, sex, marital status, disability or sexual orientation. It is the policy of this office to act affirmatively in providing equal employment opportunities, including providing reasonable accommodations to qualified disabled individuals.